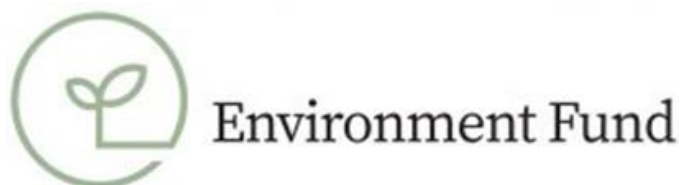




# Guidelines for Evaluators for Funding under the Environment Protection Act (Cap. 549)



## A. Introduction

This document contains guidelines which are to be used by the evaluators during the two stages of the evaluation process of the applications for funding received by the Environment and Resources Authority. The approval stages are as follows, and more detail is found in the following sections:

*Stage 1: Eligibility Evaluation*

*Stage 2: Evaluation Committee*

*Stage 3: Final Review and approval.*

## B. Eligibility Evaluation

The Environment and Resources Authority will conduct an administrative review of the applications on the basis of the information provided by the applicants and the eligibility criteria set out in the Guidelines for Applicants, together with any further criteria listed in the specific Call for Applications, if relevant.

This stage will examine the eligibility of (i) the applicant, (ii) the participants and (iii) the project. Annex I contains a form with the relevant criteria to be filled in by the evaluators for each project received.

Applicants will be notified of their eligibility or otherwise within one month from the closing of the Call for Applications, and those ineligible will be given reasons for this decision. Applications which are eligible will then move on to the expert evaluation.

### i. The applicant:

The applicant will be considered as eligible if:

1. Applicant is the lead beneficiary of the project;
2. Applicant must be either:
  - a) A public entity, including Local Councils and bodies and associations governed by public law;
  - b) A private company, partnership or any other body corporate lawfully established and which has legal personality distinct from that of its members;
  - c) A voluntary organisation established in accordance with the Voluntary Organisations Act (Cap 492); or
  - d) A public or private educational institution;Provided that the applicant is registered or otherwise governed by the Laws of Malta;
3. The applicant must be in possession of a VAT number.

The applicant must present a complete Application Form together with all the required annexes and attachments.

The following applicants shall be ineligible:

1. Natural persons;
2. Public or private entities that are not registered in Malta;
3. An entity who has been awarded funding in the past and had breached the provisions contained in the Grant agreement or had otherwise acted negligently or in bad faith;
4. An entity that is bankrupt or in the process of being wound up;
5. An entity whose affairs are being administered by the courts, and/or have suspended business activities, and/or are the subject of proceedings concerning those matters, and/or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
6. An entity that has been convicted of an offence concerning professional misconduct or fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the relevant Ministry by a judgment which has become a *res judicata* (final);
7. An entity that has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the laws of Malta.

ii. The Participants:

The project must include one or more of the following participants:

1. Public entities, including Local Councils and bodies and associations governed by public law;
2. Private companies, partnerships or any other body corporate lawfully established and which has legal personality distinct from that of its members;
3. Voluntary organisations established in accordance with the Voluntary Organisations Act (Cap 492);
4. Public or private educational institutions.

iii. The Project:

The project will be considered eligible if the following criteria are satisfied:

1. The project's main objective must relate to the main objective of the Environment Fund, which is to finance projects and studies that achieve tangible results in terms of environmental protection and improvement, including remedying of any harm caused to the environment;
2. The project must in particular relate to one or more of the main themes of the Fund as outlined in the specific Call for Applications, if relevant:
  - a) Safeguarding ambient quality, including air quality, environmental noise, chemical and radiation;

- b) Using resources efficiently and sustainably, including stone, fresh waters, coastal and marine area, soil, land and waste;
- c) Improving the local environment, including greening urban areas and quality of countryside;
- d) Biodiversity and nature protection;
- e) Geological, geomorphological, hydrological, edaphic and other features and areas containing them.

3. The project's benefits must accrue in the Republic of Malta.

No grant will be awarded retrospectively for projects already completed.

## C. Evaluation Committee

The applications which were deemed eligible during the first phase, will then be sent to an Evaluation Committee, which will review and assess each application from a technical perspective.

The Committee will rank the applications and draw up a Report with details on each application. The ranking by this Committee is based on (i) relevance and impact of the project; and (ii) project implementation. The Committee will award marks for these criteria as outlined in Annex II.

### i. Relevance and impact of the project

This takes into consideration the relevance and impact of the eligible project to the priority area outlined in the Call for Applications. The Committee will assess the:

- a) Clarity and pertinence of the objectives of the project; and
- b) Soundness and coherence of the project concept;

### ii. Project implementation

This takes into consideration the following criteria:

- a) The capacity of the applicant to effectively implement and manage the project;
- b) Appropriateness of the budget, ensuring that all activities are budgeted;
- c) Quality of the proposed measures to disseminate and communicate the activities.

In its Report, the Committee will provide its final recommended choice of project/s, with brief reasons to supplement the ranking. This Report will then be presented to the ERA Board for its information.

#### D. Final review and approval

The report and ranking of the Evaluation Committee is forwarded to the Authority's Board for its information. The Board will allocate funding according to the budget available. Both successful and unsuccessful applicants will be informed in writing of the final decision taken.

A Grant Agreement is entered into with the successful applicant.

**ANNEX I**

Project Title: *[insert project title]*

Project Code: *[insert project code]*

AVAILABLE	REQUIREMENT
Yes/No	Applicant is the lead beneficiary of the project
Yes/No	Applicant satisfies the criteria listed in section B(i) of these guidelines
Yes/No	Submission of complete Application Form
Yes/No	Submission of supporting documentation
Yes/No	Applicant is not in any of the situations which would prevent it from receiving a grant as per section B(i) of these guidelines
Yes/No	All participants satisfy the criteria listed in section B(ii) of these guidelines
Yes/No	Project relates to the main object of the Fund
Yes/No	Project relates to the specific focus area/s outlined in the call
Yes/No	Project's benefits accrue in Malta
Yes/No	PROJECT IS ELIGIBLE

**ANNEX II**

Project Title: *[insert project title]*

Project Code: *[insert project code]*

MARK	CRITERIA
/15	Relevance of the project to the priority area
/15	Impact of the project to the priority area
/15	Clarity and pertinence of the objectives of the project
/15	Soundness and coherence of the project concept
/15	Capacity of the applicant to effectively implement and manage the project
/15	Appropriateness of the budget
/10	Quality of the proposed measures to disseminate and communicate the activities
/100	Total score
<b>RANKING OF THE PROJECT</b>	

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